

BY ORDER OF THE SECRETARY OF THE AIR FORCE **AFI 11-2C-130V3 CL-14**
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Flying Operations

PREFLIGHT AND POST MISSION AEC CHECKLIST

This checklist establishes procedures for the operation of C-130 aircraft employed by Mobility Air Forces (MAF) to accomplish their worldwide missions.

This checklist complements AFI 11-2C-130V3, *C-130 Operations Procedures*, and is printed on standard 8 ½" x 11" bond paper then trimmed to a unique size 4 ½" x 6 ½" that will fit the standard plastic C-130 aircrew checklist binders. Units may request copies of this checklist printed on a water proof-based media (in the size outlined) from the OPR. This product reduces weight and eliminates the need for plastic inserts. Limit water proof copies to aircrew only for use in-flight and training purposes.

This checklist is intended to provide quick and reliable references to aid the AEC while mission planning and for use in-flight. All C-130 AE crews will carry this checklist.

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This document is new.

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ABBREVIATIONS & TERMS

Use the following abbreviations to identify specific AECM duties:

AECM	Aeromedical Evacuation Crew Member
AEC	Aeromedical Evacuation Crew (Applies to entire aeromedical evacuation crew listed below)
MCD	Medical Crew Director *
FN	Flight Nurse**
CMT	Charge Medical Technician***
AET	Aeromedical Evacuation Technician **** (CMT, 2AET, & 3AET)
2AET	Second Aeromedical Evacuation Technician
3AET	Third Aeromedical Evacuation Technician

* **MEDICAL CREW DIRECTOR**

MCD ensures the aircraft is acceptable and configured for the assigned mission. The MCD supervises the nursing care and management of patients and is responsible for managing the AEC assigned to the mission. The MCD will advise and/or coordinate all pertinent aspects of the mission with the pilot.

** **FLIGHT NURSE**

FN will assist the MCD as required. The FN provides professional nursing care during all aspects of AE missions, reviews and coordinates in-flight patient care requirements as required with origination and destination MTF personnel, completes appropriate forms, and performs additional duties as assigned by the MCD.

*** **CHARGE MEDICAL TECHNICIAN**

CMT is responsible for the supervision and management of AETs assigned to perform duties on the mission. It will be the responsibility of the CMT to ensure that medical supplies and equipment are on the aircraft and installed equipment is operable. CMT will normally receive directions from and be responsible to the MCD or (assistant) and also assists the flight crew if required.

**** **AEROMEDICAL EVACUATION TECHNICIAN.**

AET (2AET and 3AET) will assist the CMT as required. AETs provide in-flight patient care under supervision of a Qualified FN, completes the appropriate forms, and performs duties as assigned by the CMT. 3AET is responsible for all patient baggage procedures.

Crew Duties – MCD, FN, CMT & AET

PREFLIGHT

1. Administrative Duties – COMPLETED (AEC)
 - a. Read and annotate FCIF.
 - b. Obtain mission paperwork and documentation.
 - (1) Verify flight authorization information.
 - (2) Obtain aircraft tail number and parking spot.
 - (3) Obtain passport (as required).
 - (4) Complete personal customs declaration forms (as required).
 - (5) Review patient manifest.
 - c. Identify patient requirements and prepare nursing care plan.
 - d. Collect all AEC customs forms. (3AET)
2. AEC Briefing - ATTENDED/COMPLETED (AEC)
 - a. Address No-Go and personal safety equipment. Discuss checklist discipline.
 - b. Brief known mission information (i.e., U, P, VSI, SI, special interest patients, etc.) and airlift considerations.
 - c. Review patient manifest, special patient requirements, and crew responsibilities.
 - d. Receive patient report from the Nurse of the Day (if available) or MCD, including Patient Positioning Plan, patient records, and patient medications.
 - (1) Identify patient or equipment requirements that may require extended ground time/use of aircraft systems.
 - (2) Identify 1A, 1B, prisoners, security police, and armed attendants, as required.
 - (3) Review infection control procedures.

PREFLIGHT-CONTINUED

- e. Create/discuss patient positioning plan. (MCD/FN)
- f. Assign patient care responsibilities. (FN)
- g. Discuss medical emergency procedures.
 - (1) Identify ACLS/PALS, BTLS, etc., trained crewmembers.
 - (2) Make cardiac arrest assignments.
 - (3) Discuss patient placement.
- h. Review/discuss emergencies and egress plan(s). (MCD)
- i. Coordinate specific equipment, supplies, in-flight meals and fluids. (MCD/CMT)
- j. Coordinate a tentative meal plan for patients and crew.
- k. Coordinate enplaning/deplaning procedures.
- l. Discuss cabin coverage and safety procedures.
- m. Discuss crew resource management (i.e., "Time Out", debrief, etc.)
- n. Verify patient passports and appropriate papers for non-US citizens are available (as required). (MCD/FN)
- o. Coordinate refueling stop requirements.
- p. Review aircraft security and anti-hijacking procedures.
- q. Review theater and terrorist threat (as required).
- r. If medical ACM is present, brief on duties and responsibilities. Collect copy of orders. (MCD)

3. Mission Preparation – COMPLETED (AEC)

- a. Obtain medication kits. (FN)
- b. Obtain medical supplies.
- c. Perform equipment preflight (accomplished on the aircraft).
- d. Load medical supplies/equipment, transport to the aircraft.

4. Pilot/LM Briefing - ATTENDED/COMPLETED (AEC)

NOTE

This step may be accomplished on the aircraft.

- a. Verify mission itinerary, threats, flight profile, etc.
- b. Brief pilot on non-US citizens, altitude restrictions, unique patient requirements, and electrical and oxygen requirements in-flight or on the ground, only if it limits aircraft operation. (MCD)
- c. Obtain escape and evasion (E & E) briefing (as required).
- d. Identify armed crewmembers (as required).
- e. Obtain briefing on weather, en route times, total number of crew, refueling stops, and possible delays.
- f. Identify emergency and communication signals/ methods with pilot and LM.
- g. Identify Aeromedical Readiness Mission (ARM) requirements.
- h. Discuss enplaning/ERO requirements (time constraints, loading requirements i.e., ramps, AMBUS, safety observer, etc.)
- i. Discuss emergency requirements (radio transmissions/use of headsets, ETC). (MCD)
- j. Brief LM on anticipated patient load, number of AEC, souls on board verification, and cabin secure prior to takeoff. (MCD)
- k. Coordinate egress plan, meal times, special diets, and mission unique items with LM. (MCD)

POST MISSION

1. Post Flight Debriefings – ATTENDED (AEC)
 - a. Attend applicable debrief(s) (pilot's, intelligence, crew, etc.)
 - b. Discuss mission discrepancies, positive mission outcomes, etc.
 - c. Properly store all medical equipment/ supply kits per local policy.
2. Coordination with Command Post, Squadron, etc. - COMPLETED (AEC)
 - a. Turn in mission paperwork/inventories.
 - b. Arrange for flight home (as required). (MCD/CMT)
 - c. Coordinate billeting arrangements with pilot (as required). (MCD)
 - d. Notify GPMRC/TPMRC or tasking AE command element of crew's status, billeting arrangements, and ACM plans (as required). (MCD)

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